



# City of Milpitas

## Announces a job opportunity for **Building Inspection Manager**

**Salary Range:** \$109,034 – \$132,533

**Filing Date:** **5:00 p.m., Tuesday, January 26, 2016**

### **About the Position**

The Building Inspection Manager position will receive direction from the Chief Building Official and primary responsibilities of this position will be to supervise, schedule and coordinate the field activities of the Building Safety Department. In addition, the Building Inspection Manager will inspect routine and complex structural building systems at various stages of construction, alteration, and repair to assure compliance and conformance with applicable codes, ordinances, and laws.

### **Examples of Duties** - duties may include, but are not limited to, the following:

- Directs and assists staff in daily operations, resolving difficult problems with both internal and external customers.
- Participates in the development of and implements department goals, objectives, policies, and priorities.
- Monitors, evaluates, and improves the efficiency and effectiveness of service delivery methods and procedures, assesses and monitors workload.
- Prepares budget recommendations, monitors personnel and internal services expenditures; ensures expenditures remain within budgetary limitations.
- Provides on-going training to building inspection staff as directed; ensures the uniform application of the appropriate codes, rules and regulations.
- Prepares appropriate paperwork, records, and reports.
- Checks plans for construction, alteration, or repair of residential, commercial, and industrial buildings to assure compliance with applicable codes.
- Administers, interprets and enforces the provisions of adopting building, mechanical, plumbing, Energy and CALGreen electrical codes; municipal regulations and other codes as they related to building matters.
- Prepares and participates in code adoption process.
- Inspects structural building systems at various stages of construction, alteration, and repair to ensure compliance to approve plans, specifications, codes, ordinances, and laws.
- Coordinates division activities with other City departments, divisions, sections, and outside agencies.
- Serves as Chief Building Official as required.

### **Minimum Qualifications**

**Experience:** Four years of increasingly responsible experience in the inspection of public, commercial, industrial, and residential buildings, including three years of supervisory experience.

**Education:** Equivalent to the completion of the twelfth grade. A Bachelor's degree or equivalent from an accredited college or university in business administration, construction Inspection, engineering, architecture or a related field is highly desirable.

### **License and Certificates:**

- Possession of and ability to obtain and maintain an appropriate, valid California Driver's License.
- Possession of a Building, Plumbing, Mechanical, and Electrical certificate or Residential and Commercial Combination Inspection certificate issued by the International Code Council (ICC) or International Association of Plumbing and Mechanical Officials (IAMPO).
- Possession of a Plans Examiner certificate issued by the International Code Council (ICC) and Certified Access Specialist (CASP) is highly desirable.

### **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

### **To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application by the filing date.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

### **Salary and Benefits**

The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 6.25% or 7% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 4.3% towards the employer PERS contribution.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

455 E. Calaveras Blvd., Milpitas CA 95035-5411

PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

